

Weatherspoon, Darlene

From: Arrazola, Ignacio
Sent: Friday, November 06, 2015 3:01 PM
To: R5 ORC ALL (EPA & NON-EPA)
Subject: Friday News Items
Attachments: 20151023090545169.pdf; IMG_0037.JPG; IMG_0039.JPG; IMG_0041.JPG

Dear ORC:

ORC management is committed to improved communication regarding items of interest to the entire office, through periodic emails and other means. These items are in no particular order:

1. **Reporting Harassment.** The R5 Online Intranet Site now has a page with useful information about what to do if you witness or experience harassment, with links to relevant policies. To get to the page from R5 Online, hover your mouse over "Employee Resources" and select "Reporting harassment" from the drop-down menu. Or, click on the following link:
<http://www.r5intra.epa.gov/bulletins/reporting-harassment.html>
2. **Mandatory Training:**
 - **2015 Annual Ethics Training ("Fundraising: Other People's Money") – by December 18, 2015.** To get to the 2015 ethics training, click on this link: <http://intranet.epa.gov/ogc/2015ethicstraining/10.html> . You must take the course in the Internet Explorer 11 browser to get credit. If you would like to earn CLE credit for completing the course, Ann Coyle will be holding two live training sessions, both in the Illinois Room: **Tuesday, December 1, from 1:30-3:30 and Wednesday, December 2, from 1:30-3:30.** If you are unable to attend in person, the call-in number is: 877-226-9607; conference code 1143272341. If you are calling in, please plan to be near your computer so that you can follow along on the online course at the link above.

The following mandatory trainings are on the eLearning site. A link to the eLearning site is on R5 Online (click on the eLearning icon at the bottom left of the R5 Online page), or go to this link:

<http://workplace.epa.gov/elearning.html>

- **2015 Annual Records Management Training – by December 30, 2015**
 - **FOIA Awareness Training – by December 30, 2015**
 - **FY16 Information Security Awareness Training (an FY16 deadline hasn't been established yet).** Find this training by logging into the eLearning site, clicking on "Browse the Library" and under "EPA Custom Library" click on "FY16 Mandatory Agency-wide Training"
3. **Quick Tips for Accessing ORC's Sharepoint Sites.** From the R5 Online Intranet page or the OneEPA Workplace site:
 1. Click on "**My Workplace**," then "**Sites**" (if asked to log in to Microsoft, enter or select your email address)
 2. Search for "**R5 ORC Home**"

3. Click on the first result – “[R5 Office of Regional Counsel \(ORC\) – Home](#)” - the Site contains links to all of ORC’s Sharepoint Sites.
4. Right click on a blank area of the site and select “**Create shortcut**” and “**Yes**” (a shortcut to the Sharepoint site will then appear on your desktop, click on it whenever you want to go to ORC’s Sharepoint site). In the alternative, click on “Follow” and a link to the site will appear every time you go to “Sites” after entering “My Workplace”

4. **OGC Award Photos.** For those of you who couldn’t make the All Hands with the General Counsel last week, attached are a few photos of OGC award recipients Tom Kenney, Jane Woolums, Bob Peachey and Cynthia Kawakami.

5. **Variable Desks and Headsets.** The Region has purchased 12 “variable desk units,” 23 wireless headsets, and 8 wired headsets for ORC use. Under a Memorandum of Agreement between EPA and AFGE (attached), ORC will allocate the first 60% in each category to ORC employees based on seniority (using Service Computation Date). If the employee does not accept or does not respond to the desk or headset offer within 7 calendar days, then the next employee (based on seniority) will be offered the opportunity. If you want to see what the “variable desk set” (really an adjustable platform placed on top on a desk) or headset(s) look like, see Darlene. Darlene will also start taking names of people who are interested in accepting the offer for these items.

6. Holiday

Party.



We are pleased to announce that the ORC Holiday Party is on December 10 this year.

We are planning more of a “back to basics” event for you—a modest get-together in the Lake Superior room starting at 10:30 in the Lake Erie room, with beverages (we are seeking permission for a champagne toast) and cookies to welcome in the holiday season. We will not do a big brunch this year (no one can top Deloris Bryant’s past efforts). Sherry Estes has some ideas for a skit and some carols: please see her if you are interested in working on that with her. Elf hats are a distinct possibility. We will have a photo gallery running in the Lake Superior room: vacations, family events, hobbies. Photos with pets are sure to make it into the montage!

The party continues from 12:30 to 2:30 PM at Athena Restaurant in Greektown, 212 S. Halsted. <http://www.athenarestaurantchicago.com/about-us> It should be a lot of fun. Tickets for the lunch will be approximately \$25 and will include appetizers and a choice of 4 entrees. We’ll have a reserved room just for us. There will be a cash bar. Tickets will be available in November. Stay tuned for details.

Questions or concerns? Please feel free to stop by, call or email either of us or any manager.

Thanks. – Ignacio/Rett